



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title SENIOR PAYROLLCLERK [Classified Competitive]			Salary W09 \$27,665.16 - \$38,497.47
Posting Number 153-17	Position Number 072050	Number of Positions 1	Posting Period * From: 8/11/2017 To: 8/25/2017
Location: Health & Agriculture 369 South Warran St. Trenton, NJ 08625			Scope of Eligibility/Open to: Department of Health Employees
GENERAL DESCRIPTION			
<p>Under direction of the Personnel Assistant 1, performs the more difficult and complex clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records. Prepares and processes personnel and/or payroll forms with responsibility for ensuring that all pertinent information has been included and is accurate; ensures that all applicable rules, regulations, and procedures are adhered to. Works with and advises HR liaisons, outside appointing authorities and department employees as required.</p> <p>Provides clerical support for the Payroll and Benefits Administration Unit for leave, payroll and other personnel related issues. Answers/screen telephone and takes accurate messages. Responsible for filing confidential documents. Assures that all documents are placed in the correct employee personnel file on a daily basis, so that it is readily available upon request. Types simple correspondence for payroll, leave and personnel matters. Letters are typed in a timely manner and are revised for accuracy. Opens, sorts, and distributes mail on a daily basis for Human Resource Services including faxes. Maintains personnel logs and spreadsheets. Types routine correspondence and completes forms when necessary.</p> <p>Compiles new hire and transfer packages and maintains the supply of inserts that are included in the new packages. Inserts and forms must be reviewed for dates and new versions of forms must be substituted for expired forms (i.e. W-4). Sets up appointments for new hires and lost IDs. Take pictures and creates photo IDs on the same day and creates a file on the computer. Set up appointments for special services based on their expiration dates.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: One (1) year of experience in work involving processing payroll, or payroll and personnel activities.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTMA@doh.nj.gov Mail the required documents to: Loreta Sepulveda, Director Human Resources Services Reference Posting # New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume State of NJ Employment Application (nj.gov/health/forms/dpf-663.dot). <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.